## **NVAP Locality Job Aid**

Within 10 business days after the project is awarded, localities must enter the following information directly in NVAP:

- Type of Work
- Construction Company
- · Original Contract Completion Date
- Current Contract Completion Date
- Contract Award Amount
- Current Contract Amount
- · Cost of Work to Date

**Monthly:** localities must update the following information in NVAP:

- Current Contract Completion Date
- Current Contract Amount
- Cost of Work to Date
- Include any comments to describe project delays or increases to contract amount since last monthly update.

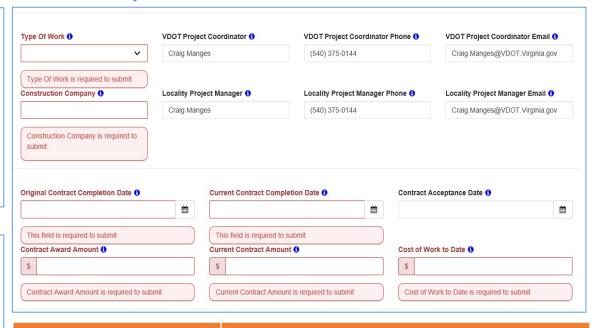
<u>Project Completion:</u> localities must update the following information in NVAP:

- · Cost of Work to Date
- Contract Acceptance Date

NOTE: Once contract acceptance date is entered no additional updates will be allowed.

For more information please see:

**NVAP Users Guide** 



Field Name	Definition
Type of Work	Select from dropdown menu.
Construction Company	Contractor awarded the contract.
Original Contract Completion Date	Project construction completion date specified on awarded contract.
Current Contract Completion Date (*Monthly)	Original contract completion date plus any approved time modifications due to change orders
Contract Acceptance Date	Ending C-5 Date (all punch list items should be completed as well as the final inspection prior to this date). C-5 should be signed by the locality and VDOT project coordinator.
Contract Award Amount	The amount of the contract value awarded to the contractor. This is the amount on the executed contract. (does not include CEI or contingencies)
Current Contract Amount (*Monthly)	The contract award amount plus any approved modifications due to change orders.
Cost of Work To Date (*Monthly)	Total amount of all approved contractor expenditures / invoices since the award of the contract.